

SPEAKERS REQUEST FORM

Please use a separate form for each speaker. Turn in request at least one week prior to date needed. Give form to Evelyn or fax it to 375-6666.

Date _____

Staff/Loaned Executive: _____

Agency scheduling for: _____

Agency contact person: _____ Phone: _____

Fax : _____

Date needed: _____ **(needed to send confirmation)**

Preferred time(s) speaker should be there: _____

Approximate number of people agency will be speaking to: _____

Address and Directions: _____

Specific Charitable Agency Speaker Requested

Choice #1: _____

Choice #2: _____

Choice #3: _____

(Presentations normally last 5-10 minutes)

Please notify Evelyn of any changes or cancellations ASAP (561)375-6676. Thanks!!